

Professional and Managerial Branch
Miscellaneous Professional Group
Sciences Series

E.P.W.U. LABORATORY SERVICES MANAGER

6/97 (SAC)

Summary

Under direction, plan, design, develop, supervise and administer Water Utilities central laboratory operations.

Typical Duties

Plan and develop water and wastewater collection and sampling in accordance with Federal and State regulations, City ordinances and codes, and other local guidelines. Involves: designing and implementing analytical laboratory procedures and sample chain-of-custody, quality control and assurance, water and wastewater treatment monitoring, water distribution/wastewater collection, laboratory safety or related programs; conducting short-term and long-term planning; preparing and maintaining time and cost estimates for tests or experiments and calculating outside testing and sampling service costs; researching and adapting new laboratory techniques and evaluating new instruments for application to Utility needs; providing technical assistance to other divisions or sections in design of operational strategies that optimize plant performance; preparing and implementing analysis and testing schedules.

Direct and coordinate chemical, bacteriological and physical analyses of water and wastewater samples. Involves: overseeing analyses of water and wastewater; applying appropriate statistical techniques to analyze the test information obtained; monitoring test results, and investigating and resolving inconsistent data; evaluating technical problems highlighted by staff and providing direction to resolve them; ensuring maintenance of laboratory equipment; conferring with utility staff regarding test results and to ensure water and wastewater quality conforms to federal and state regulations; preparing analytical data required by water and wastewater managers for timely submission of reports to meet State and federal reporting requirements; collaborating with water distribution, wastewater collection, pretreatment and maintenance staff on field sampling procedures.

Supervise designated exempt and nonexempt supervisory and non-supervisory professional, technical, administrative and clerical personnel. Involves: maintaining harmonious management-employee relations; scheduling, assigning, instructing in and guiding, and checking work; conducting or arranging for employee training and development; appraising performance and reviewing appraisals of subordinate supervisors; effectively participating in hiring and terminating, counseling, disciplining or changing status of subordinates; enforcing personnel rules and regulations including those pertaining to standards of conduct, attendance, safety and work practices.

Perform general administrative duties. Involves: overseeing or personally performing data management activities such as the creation of special reports, data security, information dissemination, and data storage and retrieval; developing and administering laboratory budget, including preparing and evaluating requests for proposals and requests for quotations and purchase requisitions for laboratory services and equipment; maintaining inventories of laboratory equipment, chemicals and other supplies.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor of Science Degree in Chemistry, Biology, Microbiology or related field and five (5) years of increasingly responsible experience in an analytical laboratory performing chemical, bacteriological and physical analyses of water, wastewater and pretreatment samples, including two (2) years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: theories, principles and practices of chemistry and bacteriology; equipment, procedures and techniques used in a chemical analysis laboratory; use and care of special chemical analysis equipment; hazards of the trade, including the effects of the chemicals used, and safe working practices and equipment of the trade; Federal, State and local regulations governing laboratory operations. Considerable knowledge of: supervisory techniques. Good knowledge of: the methods and processes of water or wastewater treatment.

Ability to: plan and organize laboratory staffing and testing procedures; identifying presence and concentration of chemical substances in water or wastewater to determine water quality; analyze laboratory test results and utilize results in developing and modifying analytical procedures; prepare and administer a budget; supervise, train and evaluate subordinates; prepare and maintain a variety of complex technical records and reports; express oneself clearly and concisely, orally and in writing; establish and maintain effective working relationships with fellow employees, officials and the general public; properly dispose of laboratory hazardous wastes and complete necessary manifest reports.

Skill in: safe use and care of laboratory equipment and chemicals; safe operation of a motor vehicle through City traffic;

safe operation and care of personal computers and software including word processing, spreadsheets, database and graphics.

Physical Requirements: Exposure to a chemical laboratory and office environment; exposure to hazardous chemicals.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head